حمل الآن
مجانا وحصريا

امتحانات رقم (1)

الترم الثانى





Sample Test 1

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. EKB offers material that is subject to copyright . ()
2. You can insert shapes in Microsoft Word only. ()
3. You can't add videos or links to a collection in Microsoft Edge. ()
4. Sharing safe content with others is one of the responsibilities of digital citizens. ()
5. Updates help programs to run slowly. ()
6. Text size should be bigger than subheadings. ()
7. We use online museums to display a street, or an area map. ()

2 Choose the correct answer from a,b, c or d :

1. is the language that will be displayed on a web browser.
 a. PHP b. HTML c. HMLT d. TMTL
2. You can use to send your work to your colleague.
 a. Word b. Paint c. E-mail d. Excel
3. The E-mail , voice and text messages are the tool of
 a. synchronous communication b. asynchronous communication
 c. real communication d. none of them
4. Computer understand signals.
 a. optical b. electrical c. both a & b d. none of them
5. websites often include customer reviews and advertisements.
 a. Commercial b. Non-commercial c. Both a & b d. None of them
6. Online maps can provide clear and accurate
 a. engines b. schools c. directions d. apps
7. Many programs install necessary updates
 a. automatically b. before installing c. manually d. None of them
8. Microsoft Word program is one of Apps.
 a. Programing languages b. Microsoft Windows
 c. Microsoft Office 365 d. all of them

إهداء من سلسلة كتب المعاصر فى ICT غير مخصصة للبيع

Sample Test 2

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. You can use Movie Maker to make a film from a selection of still images. ()
2. To automatically add up numbers in cells, select them and choose AutoSum. ()
3. Commercial websites often include customer reviews. ()
4. Recorded videos are example of asynchronous communication. ()
5. You must install updates for programs manually. ()
6. Google Chrome is one of browsers that comes with Microsoft Windows. ()
7. Extreme reactions to products aren't usually good indicators about a product. ()

2 Choose the correct answer from a,b, c or d :

1. To solve the problem of a screen freezing, you can use
 a. Alt + Tab + Del b. Ctrl +Alt + Del
 c. Alt + Ctrl + Tab d. none of them
2. You can also each collection to other apps such as Excel and Word.
 a. print b. import c. delete d. export
3. To create a, formula, you can write
 a. + b. = c. - d. /
4. The Egyptian Knowledge Bank is website.
 a. reliable b. not reliable c. not accurate d. none of them
5. are found directly within a web page and provide results based on what you type in the field.
 a. Games b. Recipes
 c. Both (a) and (b) d. Search engines
6. A storyboard helps you your ideas in order.
 a. organize b. arrange c. remove d. both a & b
7. Using a large image can information for your story.
 a. hide b. provide c. breakup d. ignore
8. communication is real-time communication between people.
 a. Synchronous b. Asynchronous c. Email d. None of them

إهداء من سلسلة كتب المعاصر فى ICT غير مخصصة للبيع

Sample Test 3

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. Google maps can provide clear and accurate directions to the required places. ()
2. Microsoft Edge is a web browser that comes with Microsoft Windows, help you browsing, searching and more. ()
3. The size of text on webpages must be appropriate and smaller than subheadings. ()
4. Sharing and obtaining information from the responsibilities that you have as a digital citizen. ()
5. Movie Maker is used to make a film from a selection of still images. ()
6. Text can show important information in an appealing way. ()
7. A PowerPoint Presentation shouldn't present too much information. ()
8. When using online sources, don't spread false information. ()

2 Choose the correct answer from a,b, c or d :

1. is web browser that comes with Microsoft Windows.
 a. Online b. Microsoft 365
 c. Microsoft Edge d. None of them
2. One of the asynchronous communication digital tools is
 a. video chats b. instant chat rooms
 c. recorded videos d. all of them
3. General search engines are useful but may lead you to
 a. online museums b. area maps
 c. unsafe pages d. all of them
4. Being socially responsible includes expressing your opinions in a way.
 a. bad b. rude c. positive d. foolish
5. Which of the following formulas is a correct formula for adding numbers in two cells in Excel ?
 a. B2-C1 b. = B2/C1 c. = B2+C1 d. B+C
6. When communicating online, your friend may have misunderstanding, so your message must be
 a. secret b. clear c. unreliable d. complicated
7. websites often include customer reviews.
 a. Commercial b. Non Commercial c. All of them d. None of them

إهداء من سلسلة كتب المعاصر فى ICT غير مخصصة للبيع

Sample Test 4

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. The Egyptian Knowledge Bank is a non-commercial site. ()
2. The binary system uses only the values 1 & 2. ()
3. In Android devices, to check for updates, go to Facebook app then System Update. ()
4. Online digital maps such as Google Maps cannot provide clear and accurate directions to the required places. ()
5. All online sources are safe to download programs. ()
6. Microsoft Word program is not one of Microsoft Office 365 apps. ()
7. The number of slides in a presentations should be more than 10 slides. ()

2 Choose the correct answer from a,b, c or d :

1. Alexandria Digital Library and Egyptian Knowledge Bank are libraries.
 a. offline b. online c. both a & b d. none of them
2. If you are writing to a person that you never meet him, you should yourself first.
 a. produce b. engage c. introduce d. create
3. The Web Page heading should have a font size than the rest of the text.
 a. larger b. smaller c. normal d. none of them
4. You can use to send your work to your teacher or colleagues.
 a. Paint b. email c. Word d. text
5. As a digital citizen, we have and responsibilities.
 a. tasks b. rights c. roles d. missions
6. To solve the problem of screen freezes ,you can use
 a. mouse b. computer c. Ctrl-Alt- Del d. Alt-Delete
7. When you use online information sources, be sure that they are
 a. wrong b. accurate c. inaccurate d. unreliable
8. In Microsoft Edge, after selecting start new collection, we
 a. remove the new title b. type the title
 c. cut the title d. copy the title

إهداء من سلسلة كتب المعاصر فى ICT غير مخصصة للبيع

Sample Test 5

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one :

1. A copyright notice appears at the top of websites. ()
2. Microsoft Paint is used to save the images that you create and then insert them into the document. ()
3. The time of PowerPoint presentation should not be longer than 30 minutes. ()
4. You cannot attach a document to your email. ()
5. Google Chrome is one of browsers that comes with Microsoft Windows. ()
6. Collection is the Microsoft Edge browser feature used to organize research results. ()
7. The purpose of commercial websites is to sell products. ()

2 Choose the correct answer from a,b, c or d :

1. If you need to display a street or an area map always check
 a. Online Maps b. Word
 c. Excel d. Paint program
2. is considered a very useful specialized search engine .
 a. Youtube b. Facebook c. Google or Bing d. All of them
3. Your story should have a title or that catches your audience's attention.
 a. subheading b. sound c. heading d. text
4. Subheadings have a font size than headings.
 a. bigger b. smaller c. larger d. none of them
5. stands for (Hypertext Markup Language).
 a. HMTL b. HTML c. TMLH d. TMTL
6. Copyright notice, logo, and contact information are placed at the of the website.
 a. top b. middle c. bottom d. on
7. is a software programs that is used to create websites.
 a. WordPress b. Excel c. PowerPoint d. All of them
8. is an example of commercial website.
 a. EKB b. Amazon c. WordPress d. Excel

إهداء من سلسلة كتب المعاصر فى ICT غير مخصصة للبيع

EL-Moasser Sample Tests

خمس نماذج اختبارات من كتاب المعاصر



Sample Test 1

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. EKB offers material that is subject to copyright . ()
2. You can insert shapes in Microsoft Word only. ()
3. You can't add videos or links to a collection in Microsoft Edge. ()
4. Amazon is an example of commercial website. ()
5. Bing is an example of an online map. ()
6. Paint program is used to create films including some pictures. ()
7. Piracy is one of the rights in using the internet. ()
8. You mustn't revise the messages before sending them. ()

2 Choose the correct answer from a, b, c or d.

1. The Alexandria Library, and the Egyptian Knowledge Bank are examples of online libraries.
 a. non reliable b. reliable
 c. commercial websites d. none of them
2. The program is used to create websites.
 a. Photoshop b. PowerPoint c. WordPress d. Excel
3. Computers are simple and efficient like a
 a. light switch b. candle c. vase d. message
4. When creating new E-mail, you can attach
 a. text b. image c. video d. all of them
5. Online maps can provide clear and accurate
 a. engines b. schools c. directions d. apps
6. Many programs install necessary updates
 a. automatically b. before installing c. manually d. None of them
7. Microsoft Word program is one of Apps.
 a. Programing languages b. Microsoft Windows
 c. Microsoft Office 365 d. all of them



Sample Test 2

1 Choose the correct answer from a, b, c or d.

1. The result of the equation (= A2 – B2) will be in case of A2 = 10 and B2 = 3.
 a. 5 b. 4 c. 7 d. 8
2. To choose the of a chart, click "format" from "chart design".
 a. type b. color c. layout d. title
3. You can use to check for spelling and grammar errors.
 a. Microsoft Editor b. Microsoft Excel
 c. Microsoft Windows d. Paint program
4. When communicating online, ...
 a. assume the best b. begin and end with positive phrases
 c. use emojis d. all of them
5. The E-mail , voice and text messages are the tool of
 a. synchronous communication b. asynchronous communication
 c. real communication d. none of them
6. Computer understand signals.
 a. optical b. electrical c. both a & b d. none of them
7. Advertisements are targeted according to your
 a. interests b. geographical location
 c. age and gender d. all of them
8. You can discover the capitalization errors via
 a. editor b. export c. collections d. edge

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Some programs can be updated automatically. ()
2. An effective presentation should includes a lot of information. ()
3. To express your opinion online, use both of rights and responsibilities. ()
4. You can use collection to check the spelling and grammar. ()
5. Recorded videos are example of asynchronous communication. ()
6. Menus include clear titles and content information. ()
7. The browser can help you browse, search, stream. ()

Sample Test 3

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can use Movie Maker to make a film from a selection of still images. ()
2. To automatically add up numbers in cells, select them and choose AutoSum. ()
3. Commercial websites often include customer reviews. ()
4. To start a formula, use the "+" symbol at the beginning of the equation. ()
5. Sharing safe content with others is one of the responsibilities of digital citizens. ()
6. All software programs are automatically updated. ()
7. We choose "add current page" to open the webpage. ()
8. You can get the Editor online extension to also use this tool when you do searches or write emails. ()

2 Choose the correct answer from a, b, c or d.

1. To solve the problem of a screen freezing, you can use
 a. Alt + Tab + Del
 b. Ctrl +Alt + Del
 c. Alt + Ctrl + Tab
 d. none of them
2. If you are communicating with your teacher, you should use
 a. titles
 b. jokes
 c. his nickname
 d. all of them
3. To create a, formula, you must write
 a. +
 b. =
 c. -
 d. /
4. When using online sources, be sure that they are
 a. accurate
 b. difficult to understand
 c. inaccurate
 d. unreliable
5. One of the recommendations for positive communication online is to
 a. use positive words
 b. be conversational
 c. use emojis
 d. all of them
6. Using a large image can information for your story.
 a. hide
 b. provide
 c. breakup
 d. ignore
7. Your feelings are more to convey through written messages sometimes.
 a. visible
 b. difficult
 c. clear
 d. easier

Sample Test 4

1 Choose the correct answer from a, b, c or d.

1. One of the rights of digital citizen is :
 a. protection from piracy
 b. respect others 'privacy
 c. both a & b
 d. none of them
2. If you need to display a street, or an area map, always check
 a. Google Maps
 b. Word
 c. both a & b
 d. Excel
3. Excel graphs provide a representation of data.
 a. visual
 b. audio
 c. videos
 d. fictional
4. In PowerPoint, you can put important text in font to make that text stand out.
 a. normal
 b. bold
 c. small
 d. big
5. The EKB and ADL websites have specialized
 a. search engines
 b. information
 c. a & b
 d. none of them
6. The purpose of non-commercial websites is to
 a. sell services
 b. provide information
 c. sell products
 d. all of them
7. They're usually written because a business wants to make their product seem more appealing
 a. fake reviews
 b. non-commercial websites
 c. both (a) and (b)
 d. none of them
8. are one way you can get information about a product.
 a. Advertisements
 b. Competitors' sites
 c. Fake reviews
 d. All of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. When the screen freezes in Android device: Hold down the power button for 30 seconds and restart. ()
2. Protection from piracy is one of rights of digital citizens. ()
3. You should set a positive tone with words such as can and will. ()
4. Online museums allow you to view museums digitally. ()
5. During designing web page, your story should have a title or heading that catches your audience's attention. ()
6. EKB offers material that I subject to copyright. ()
7. Be sure there's a clear link to the visual displayed data, and that it's not too long or distracting. ()

Sample Test 5

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Amazon is an example of commercial website. ()
2. The Paint program is used to save the images you create. ()
3. Facebook is one of the most popular search engines on the internet. ()
4. To add the values of the cells, use "+" sign. ()
5. Excel program is used to collect numerical data and perform the needed mathematical calculations. ()
6. You can use the internet to help others via social media. ()
7. Avoid making jokes when communicating with your teachers. ()
8. Commercial websites often include customer reviews. ()

2 Choose the correct answer from a, b, c or d.

1. When you are on a video call, your emotions will be to everyone.
 a. title b. features c. visible d. delete
2. The Alexandria Digital Library and the Egyptian Knowledge Bank are examples of reliable
 a. Online Libraries b. Online Museum c. Online Map d. none of them
3. When a website, be sure to consider the photos, videos, and font size/type.
 a. visiting b. creating c. sharing d. deleting
4. To apply the rule in the presentation, the font size should not be smaller than
 a. 10 b. 20 c. 30 d. 40
5. is the abbreviation of corporate social responsibility.
 a. GPS b. CSR c. ICT d. EKB
6. Which of the following formulas is a correct formula for adding numbers in two cells in Excel ?
 a. B2-C1 b. = B2/C1 c. = B2+C1 d. B+C
7. is a resource to find copyright-free information.
 a. Creative Commons Search b. Online Libraries
 c. Google Chrome d. Office Apps

Governorates Examinations

عشرون اختبار على المنهج بالكامل

[تم تعديل الاختبارات طبقًا لأحدث مواصفات الورقة الامتحانية ٢٠٢٤ - ٢٠٢٥]



1 Cairo Governorate | Cairo Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. To start a formula, use the «+» symbol at the beginning of the equation. ()
2. You can't add shape to slides in PowerPoint program. ()
3. PowerPoint presentation shouldn't present too much information. ()
4. PowerPoint and web pages can include audio and video. ()
5. You can't use the internet to help others via social media. ()
6. EKB offers materials that is subject to copyright. ()
7. We can buy products Online from non-commercial websites. ()

2 Choose the correct answer from a, b, c or d.

1. As a digital citizen, we have and responsibilities.
 a. tasks b. rights c. roles d. privacy
2. The help you to avoid scrolling and spending too much time looking for general information.
 a. Search engines b. Menus c. Icons d. File
3. The is an example of a non-commercial website.
 a. Reviews b. Amazon
 c. EKB d. Alexandria Library
4. The will highlight words or phrases that may be incorrect and suggest alternatives, to help you edit your text.
 a. Editor b. export c. collections d. import
5. Online libraries such as have secure, verified information.
 a. Alexandria Library b. EKB
 c. both (a) & (b) d. Amazon
6. One from of the synchronous communication is
 a. formal messages b. live television shows
 c. Emails d. Alexandria Library
7. In the computer binary system, number (1) means
 a. on b. off c. pass d. numeric
8. You can use to send your work to other group members or to your teacher .
 a. Paint program b. YouTube c. E-mail d. Word

2 Giza Governorate — Agouza Educational Administration

1 Choose the correct answer from a, b, c or d.

1. include clear titles and content information.
 a. Search engines b. Menus c. Icons d. Files
2. can help you browse, search and stream.
 a. Microsoft Editor b. Word c. The browser d. Excel
3. help customers decide if they want to buy a particular product or not.
 a. Reviews b. Emails c. Advertisements d. Menus
4. Computers use number system to store data more efficiently.
 a. binary b. decimal c. octal d. title
5. You can change the color of a graph/chart using from toolbar.
 a. quick layout b. format c. change chart type d. email
6. By using you can insert shapes or even your own drawing.
 a. Move Marker b. WordArt c. PowerPoint d. Paint
7. is the language that will be displayed on a web browser.
 a. HTML b. CSS c. Binary d. Word

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Protection from piracy is one of rights of digital citizens. ()
2. Google Maps aren't accurate and are never updated. ()
3. Storyboard allow you to plan your ideas. ()
4. Microsoft Editor use to check for spelling and grammar. ()
5. Asynchronous communication does not require an instant response. ()
6. The purpose of non-commercial websites is to sell products or services. ()
7. Microsoft Word is an efficient program to use when working on projects. ()
8. Software programs never need to be updated. ()

3 Alexandria Governorate — Amriya Educational Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Make sure the information you share, and its purpose, are clear. ()
2. The content of (EKB) is suitable for children only. ()
3. Amazon is a commercial website, it provides services and products. ()
4. Reviews can't help customers decide if they want to buy a particular product or not. ()
5. Commercial website often include customer reviews. ()
6. You can't add video to collection in Microsoft Edge. ()
7. The browser can help you browse , search, stream. ()

2 Choose the correct answer from a, b, c or d.

1. As a digital citizen, we have and responsibilities.
 a. tasks b. rights c. roles d. posts

2. We shouldn't spread information.
 a. good b. right c. false d. weak
3. The is an example of a non-commercial website.
 a. EKB b. Amazon c. Email d. none of them
4. The purpose of commercial websites is
 a. sell products or services b. watching films
 c. education d. rights
5. Go to collection at the corner of Microsoft Edge to start new collection.
 a. up b. down c. top right d. wrong
6. In the computer binary system, number (1) means
 a. on b. off c. pass d. up
7. You can use, to send your work to other group members or to your teacher .
 a. YouTupe b. E-mail c. Excel d. word
8. You can use program to create tables and graphs.
 a. Excel b. Zoom c. Paint d. WhatsApp

4 Qalyoubia Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can buy products online from non-commercial websites. ()
2. You can use Microsoft Word to make a film from a selection of still images. ()
3. Assigning roles is based on the interests of each group member. ()
4. Downloading files from the EKB to your device is not allowed. ()
5. When you start creating your website, you can choose a blank template. ()
6. Online libraries include newspapers and messages. ()
7. Make sure the information you share, and its purpose aren't clear. ()
8. Icons can be clicked to reach other sections or webpage. ()

2 Choose the correct answer from a, b, c or d.

1. Subheadings have a font size than heading.
 a. bigger b. smaller c. larger d. weak
2. are found directly with in a web page and provide results based on what you type in the field.
 a. Menus b. Icons c. Search engines d. Files
3. Express your opinions in a is one of social responsibility.
 a. positive way b. negative way c. both (a) and (b) d. none of them
4. The result of the equation (= A3 + B3) will be in case of A3 = 5 and B3 = 3 .
 a. 2 b. 8 c. 15 d. 20
5. You can use to send your work to other group members or to your teacher.
 a. E-mail b. Excel c. Word d. Paint

6. The Editor icon is in word's
 a. title bar b. scroll bar c. tool bar d. send bar
7. It is better not to exceed the duration of presentation for minutes.
 a. 10 b. 20 c. 30 d. 40

5 Sharkia Governorate — West zagazig Educational Administration

1 Choose the correct answer from a, b, c or d.

1. is the language that will be displayed on a web browser.
 a. HTML b. Editor c. PHP d. paint
2. You can use to send your work to your colleague.
 a. Word b. Email c. Excel d. PowerPoint
3. From helpful website features, contain inside the website.
 a. search engines b. games c. data d. file
4. is an example of commercial websie.
 a. EKB b. Paint c. Amazon d. Word
5. Computers use to store data more efficiently .
 a. decimal numbers b. binary numbers
 c. eight numbers d. none of them
6. You can use to make a film from a selection of still images.
 a. Word b. Movie Maker c. Excel d. PowerPoint
7. these can provide clear and accurate directions to the required places.
 a. EKB b. Online museums c. Online maps d. Messages
8. One of the synchronous communication digital tools is
 a. video chat b. email c. text message d. games

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Use Microsoft Editor to check for spelling and grammar. ()
2. If a site is spreading false or harmful information, stop visiting that site. ()
3. You can't download files from the EKB to your device. ()
4. Protection from piracy is your responsibility. ()
5. Many programs can be update automatically. ()
6. Reviews are one way you can get information about a product. ()
7. A PowerPoint presentation shouldn't present too much information. ()

6 El-Menofia Governorate — Sadat Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. One of your rights engage with other Online ()
2. Digital maps provide blurred directions to desired place. ()
3. Graphs and charts are good way to share data. ()
4. You can't insert an image into a Microsoft Word. ()
5. Auto sum is used to add values automatically in Excel. ()
6. EKB and ADL are considering unreliable online libraries. ()
7. MS editor is used to check errors in capital letters in the English. ()
8. The menus include clear headings that help navigate. ()

2 Choose the correct answer from a, b, c or d.

1. is an example of commercial website.
 a. ADL b. Amazon c. All of them d. None of them
2. The number of slides in a presentation should not be more than slide.
 a. 10 b. 20 c. 30 d. 40
3. Synchronous communication tools you need a direct or quick response
 a. video chat b. SMS c. email d. Facebook
4. The software that is used to create web site is
 a. WordPress b. YouTupe c. PowerPoint d. Excel
5. To start a collection in Microsoft edge you can select
 a. start new collection b. new folder c. new web page d. new title
6. To solve the problem of screen freezes you can use the button.
 a. ALT +Tab + Del b. ALT + Ctrl + shift
 c. ALT +Ctrl + Del d. None of them
7. program to make a film from a selection of image.
 a. Excel b. Google c. Movie Maker d. Email

7 El Beheira Governorate — Bander Damanhur Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You must exhibit positive behavior in interactions with others. ()
2. EKB is the world's largest collection of online educational resources. ()
3. Software programs like WordPress are used to create websites. ()
4. Sometimes a rival business will post negative reviews under a false name on their competitors' sites. ()
5. Microsoft Edge is the web browser that comes with Microsoft Office 365. ()
6. Specialized search engines may lead you to unreliable pages or-even worse-unsafe pages. ()
7. Updates help programs to run more slowly. ()

2 Choose the correct answer from a, b, c or d.

1. Computers use to store data more efficiently.
 a. binary b. decimal c. waves d. files
2. By using you can save the images you create and insert them into your document.
 a. Microsoft Paint b. Microsoft Puplish
 c. Microsoft Windows d. Word
3. The formula starts with (in Excel)
 a. + b. = c. * d. /
4. Consider using one or two to show emphasis on specific information.
 a. font size b. colors c. sentences d. none of them
5. You can use to make a film from a selection of still images.
 a. animations b. photo shop c. Movie Maker d. Excel

6. According to the rule 10-20-30 (in PowerPoint) : 10 refers to
 a. font size b. presentation time
 c. number of slides d. colors
7. is the language that will be displayed on a web browser.
 a. HTML b. 0,1 c. Binary System d. Decimal
8. Consider including a that reflects the main message in your story.
 a. large image b. small image c. large margin d. none of them

8 Ismailia Governorate — Tal Al-kabir Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Google maps can provide clear and accurate direction to the required places. ()
2. Microsoft Edge is a web browser that comes with Microsoft Windows, help you browsing , searching and more. ()
3. The size of text on webpages must be appropriate and smaller than subheadings. ()
4. Sharing and obtaining information from the responsibilities that you have as a digital citizen. ()
5. When you start creating your website, you can choose a blank template. ()
6. The content of (EKB) is suitable for children only. ()
7. It's okay to be more casual in tone when writing to a friend or family member. ()
8. HTML is an app used for writing. ()

2 Choose the correct answer from a, b, c or d.

1. website is an example of commercial web sites.
 a. EKB b. WhatsApp c. Amazon d. YouTupe
2. You should always use while communicating online.
 a. positive words b. emojis c. negative words d. keyboard
3. To solve the problem of screen freezes ,you can use
 a. Alt +Tab + Del b. Ctrl + Alt + Del
 c. Ctrl + Alt + Tab d. ALT + Del
4. is the web browser that comes with Microsoft Windows.
 a. Microsoft Edge b. Mozilla Firefox
 c. Google Chrome d. Opera browser
5. You can use the program to collect numeric information.
 a. Word b. PowerPoint c. Excel d. none of them
6. tab contains the AutoSum function.
 a. Layout b. Home c. Design d. View
7. The font in a presentation shouldn't be smaller than point size.
 a. 10 b. 20 c. 30 d. 40

9 Beni Suef Governorate — Ehnasia Educational Administration

1 Choose the correct answer from a, b, c or d.

1. The computer binary system number (0) means
 a. pass b. on c. off d. double

2. communication is real-time communication between people.
 a. Email b. Synchronous c. Asynchronous d. None of them
3. Excel graphs provide a representation of data.
 a. audio b. video c. fictional d. visual
4. Using a large image can information for your story.
 a. provide b. ignore c. hide d. breakup
5. You can discover the capitalization errors via
 a. export b. editor c. edge d. collections
6. When using online sources , be sure that they are
 a. unreliable b. accurate
 c. inaccurate d. difficult to understand
7. All the following is important elements in PowerPoint except
 a. text b. video clips c. audio d. links
8. help you to search for different media such as pictures and videos online.
 a. Online museums b. Online maps
 c. Online libraries d. Reviews

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Menus include clear titles and content information. ()
2. The 10-20-30 rule is used in Microsoft Excel. ()
3. Extreme reactions to products aren't usually good indicators about a product. ()
4. You can't setup a word document to be edited by numerous users. ()
5. On windows devices, you can download apps through google play stores. ()
6. To start a formula , use the "+" symbol at the beginning of the equation. ()
7. The browser can help you browse, search, stream. ()

10 Suez Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Updates help programs to run more efficiently. ()
2. Asynchronous communication is real-time communication. ()
3. Give a friend time to respond before sending another message. ()
4. Word program is used to create a presentation. ()
5. Google Maps can provide clear and accurate directions. ()
6. Whenever you're communicating , you should be not clear. ()
7. You can save the image you create by using Microsoft Paint. ()
8. Facebook offers largest collection of educational resourses. ()

2 Choose the correct answer from a, b, c or d.

1. While you use the internet , you must
 a. respect others' privacy b. exhibit positive behavior
 c. both of them d. none of them

2. Software programs like are used to create websites .
 a. game b. WordPress c. chat d. Google
3. allow you to view museums digitally.
 a. Online Libraries b. Online Museums c. Online Maps d. EKB
4. Amazon website is consider as site.
 a. commercial b. non-commercial c. real d. None of them
5. is an example of reliable online libraries .
 a. Whats App b. The Alexandria Digital Library
 c. YouTupe d. Facebook
6. Binary has just two unique numerals
 a. (1 , 0) b. (X , Y) c. (@ , &) d. none of them
7. is the web browser which can help you browse, search and stream.
 a. Microsoft Edge b. PowerPoint c. Excel d. Word

11 Damietta Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The content of (EKB) is suitable for children only. ()
2. Text can show important information in an appealing way. ()
3. Graph and charts are a good way to share data. ()
4. You can use email to send your project to your teacher. ()
5. You can use Movie Maker to make a film from a selection of still images. ()
6. Amazon is an example of commercial website. ()
7. We can use Paint program to create webpages. ()
8. Google Chrome is one of the browsers that come with Microsoft Windows. ()

2 Choose the correct answer from a, b, c or d.

1. To solve the problem of screen freezes, you can use
 a. Alt+Tab+Del b. Ctrl+Alt+Del c. Alt+Del d. none of them
2. You can use the program to collect numeric information.
 a. Word b. PowerPoint c. Excel d. Paint
3. You can use sign to add the values of cells in Excel.
 b. + b. - c. * d. /
4. As a digital citizen, we have and responsibilities.
 a. tasks b. rights c. roles d. websites
5. Online libraries include
 a. encyclopedias b. thesauruses c. both of them d. none of them
6. One of the asynchronous communication digital tools is
 a. recorded videos b. instant chat rooms
 c. video chats d. games
7. In the computer binary system, number (1) means
 a. on b. off c. double d. up

12 Minia Governorate — Bani Mazar Educational Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Make sure the information you share, and it purpose are clear. ()
2. Google Chrome is one of the browsers that comes with Microsoft Windows. ()
3. Recorded Videos are example of asynchronous communication. ()
4. You can think of binary numbers as a language that the computer understands. ()
5. You cannot attach files to your message when creating new E-mail. ()
6. Paint program is used to create films including some pictures. ()
7. The 10-20-30 rule is used in Microsoft Excel. ()
8. HTML is the language that will be displayed on a web browser. ()

2 Choose the correct answer from a, b, c or d.

1. is a software program that is used to create websites.
 a. WordPress b. Excel c. PowerPoint d. Paint
2. is an example of a commercial website.
 a. EKB b. Amazon c. Paint d. None of them
3. is a resource to find copy right-free information.
 a. Creative commons search b. Google chrome
 c. Online libraries d. WhatsApp
4. You can use program to create tables and graphs.
 a. Excel b. Paint c. Zoom d. Word
5. To solve the problem of screen freezes you can use
 a. tab+Alt+Del b. Ctrl+Alt+Del
 c. Ctrl+Alt+Tab d. Ctrl+Delete
6. The result of the equation (=A2-B2) will be in case of A2=10 and B2=3.
 a. 5 b. 8 c. 7 d. 9
7. You can choose from file menu to save a file as a web page.
 a. save as b. share c. delete d. copy

13 Port Said Governorate — The Educational Computer Supervision

1 Choose the correct answer from a, b, c or d.

1. To save a document as a web page, choosing menu then save as then web page.
 a. File b. Edit c. View d. Design
2. is real-time communication between people.
 a. Synchronous communication b. Asynchronous communication
 c. Email d. None of them
3. are used to define accurate direction.
 a. Online museums b. Online libraries
 c. Google Maps c. Dictionaries

4. In PowerPoint program, you can add to the slide.
 a. sound b. shapes c. video d. all of them
5. As a digital citizen, we have and responsibilities.
 a. tasks b. rights c. roles d. collections
6. Your story should have a title or that catches your audience's attention.
 a. title b. font c. size d. none of them
7. You can use to send your work to other group members or to your teacher.
 a. message b. email c. paint d. word

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. The content of EKB is suitable for children only. ()
2. Amazon is a commercial website that offers services and products. ()
3. The binary system is a language that the computers understand. ()
4. Online museums are wonderful reference sites that allow you to view museums digitally. ()
5. Excel program is used to create presentations ()
6. We shouldn't spread false information. ()
7. You can use word to check for spelling and grammar errors. ()
8. Google or Bing is very useful specialized search engines. ()

14 Assiut Governorate — The Educational Computer Supervision

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You can use the internet to help others via social media. ()
2. The content of EKB is suitable for children only. ()
3. Icons can be clicked to reach other sections or webpages. ()
4. Websites are either commercial or non-commercial. ()
5. We can buy products online from non-commercial websites. ()
6. Be polite and be patient when communicating with others online. ()
7. Online museums are wonderful reference sites that allow you to view museums digitally. ()
8. You can use Excel to send your work to other group members or to your teacher. ()

2 Choose the correct answer from a, b, c or d.

1. We shouldn't spread information.
 a. nice b. good c. right d. false
2. are examples of reliable sources.
 a. Alexandria Digital Library b. EKB
 c. Both (a) and (b) d. None of them
3. is an example of a commercial website.
 a. ADL b. Amazon c. EKB d. None of them

4. One of the asynchronous communication digital tools is
 a. video chats b. instant chat rooms
 c. recorded videos d. all of them
5. Google or Bing are very useful
 a. online libraries b. specialized Search Engines
 c. online museums d. all of them
6. You should download software from
 a. reliable sources b. untrusted sources
 c. unreliable sources d. none of them
7. You can use Ctrl + Alt + Del to solve the problem of screen freezes in
 a. Windows PC b. iPhone
 c. Android d. both (b) and (c)

15 Gharbia Governorate — East Tanta Educational Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Intellectual property rights must be taken into account when using image files and video clips. ()
2. The font size in the presentation must be smaller than "30". ()
3. Text messages are considered a synchronous communication tool. ()
4. It is impossible to view and collect data in the "Waste Tracker" program. ()
5. The Raspberry Pi is difficult to program. ()
6. Advertisements can be used to obtain information about a product. ()
7. You can obtain an extension for "The Editor" online. ()

2 Choose the correct answer from a, b, c or d.

1. provide clear directions to the required locations.
 a. Digital maps b. Articles c. Blogs d. Sensors
2. The program is used to prepare a spreadsheet.
 a. Excel b. Zoom c. Paint d. Word
3. The font size of the subtitles must be the main title's font.
 a. greater than b. equal to c. same as d. less than
4. Electronic libraries contain to present research results.
 a. Videos b. Icons
 c. Search Engines d. Numbers
5. To solve the problem of the screen stopping on a device
 a. Shift b. Enter c. Alt d. none of them
6. Before sharing information, you must first ensure that the sources
 a. weak b. unreal c. accurate d. strong
7. is used to send a document.
 a. Email b. Address c. Title d. Google
8. You must be when communicating over the internet.
 a. accurate b. collaborative c. energy d. email

16 Fayoum Governorate — Tamiya Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. EKB offers material that is subject to copyright. ()
2. You can insert shapes in Microsoft Word only. ()
3. You can't add videos or links to a collection in Microsoft Edge. ()
4. You cannot attach a document to your email. ()
5. Google Chrome is one of the browsers that comes with Microsoft Windows. ()
6. Collection is the Microsoft Edge browsers feature used to organize research. ()
7. The purpose of commercial websites is to sell products. ()

2 Choose the correct answer from a, b, c or d.

1. To solve the problem of screen freezes you can use
 a. tab-alt-del b. ctrl-alt-del c. ctrl-alt-tab d. all of them
2. Websites often put that match your interests in geographical location.
 a. comments b. jokes
 c. tools d. advertisements
3. The number of slides in presentation should not be more than slides.
 a. 10 b. 20 c. 30 d. 40
4. One of your rights as a digital citizen is protection from
 a. privacy b. piracy c. sharing d. record
5. websites often include customer reviews and advertisements .
 a. Commercial b. Non-commercial
 c. Both a & b d. None of them
6. Online maps can provide clear and accurate
 a. engines b. school
 c. directions d. apps
7. Many programs install necessary updates
 a. automatically b. before installing
 c. manually d. none of them
8. Microsoft word program is one of apps.
 a. Programming Languages b. Microsoft Windows
 c. Microsoft Office 365 d. all of them

17 Sohag Governorate — Tahta Educational Administration

1 Choose the correct answer from a, b, c or d.

1. is a web browser that comes with Microsoft windows.
 a. Microsoft Edge b. Microsoft Word
 c. EKB d. Google chrome
2. is an example of a commercial website.
 a. ADL b. Wikipedia c. Amazon d. EKB

3. is an example of synchronous communication.
 a. E-mail b. Live TV show
 c. Voice message d. A record video
4. The font size used in a PowerPoint presentation should not be smaller than
 a. 10 b. 20 c. 30 d. 40
5. You can use program to make a film from a selection of images.
 a. Paint b. Excel c. Movie Maker d. Word
6. can be used to create web pages.
 a. Word b. HTML c. Both a & b d. None of them
7. The is/are examples of reliable online libraries.
 a. ADL b. EKB c. Both a & b d. None of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. MS word is used to collect numeric data. ()
2. The 10-20-30 rule is used in Excel. ()
3. The binary number system has just two numbers (1:0). ()
4. You can use Microsoft Word to create web page. ()
5. One of the most famous search engines is Bing. ()
6. When you write an E-mail don't be polite. ()
7. One of your rights is protection from piracy. ()
8. All online information is trusted. ()

18 Qena Governorate — Nag Hammadi Educational Administration

1 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Movie Maker is used to make a film from a collection of still images. ()
2. Sharing and accessing information is one of the rights you have as a digital citizen. ()
3. E-mail is used to send your work to other group members or to your teacher and pictures or documents can be attached to the message. ()
4. Computers use the eight number system to store data more efficientl. ()
5. HTML is the language that will be displayed on a web browser. ()
6. You cannot express your opinions freely online. ()
7. Synchronous communication is real-time communication between people. ()

2 Choose the correct answer from a, b, c or d.

1. is the web browser that comes with Microsoft Windows. This browser can help you browse, search, stream, and more.
 a. Microsoft Edge b. Excel
 c. Facebook d. Word
2. is used to check grammar and spelling.
 a. Skype b. Google
 c. Microsoft Editor d. Facebook

3. are used to create websites.
 a. WordPress b. Excel c. Word d. Paint
4. The time of PowerPoint presentation should not be longer than
 a. 30 minutes b. 10 minutes
 c. 20 minutes d. 40 minutes
5. is an example of a commercial website.
 a. Alexandria Library b. Egyptian Knowledge Bank
 c. Amazon d. None of them
6. is used to save the images that you create and then insert them.
 a. Word b. Microsoft Paint
 c. PowerPoint d. Excel
7. are one of the ways you can get information about a product.
 a. Reviews and ratings b. Egyptian Knowledge Bank
 c. Amazon d. All of them
8. The is an example of reliable online library websites.
 a. Egyptian Knowledge Bank b. Google
 c. Amazon d. WhatsApp

19 Luxor Governorate — Arment Educational Administration

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. The purpose of commercial website is to sell products. ()
2. Recorded videos are example of asynchronous communication. ()
3. The Egyptian Knowledge Bank is a commercial site. ()
4. The binary system uses only the values 1, 2. ()
5. Excel program is used to create presentations. ()
6. Helpful websites have search engines inside the website. ()
7. You can use E-mail to send your project to your teacher. ()

2 Choose the correct answer from a, b, c or d.

1. Microsoft Edge is the browser that comes with
 a. Microsoft Windows b. Google
 c. macOS d. WhatsApp
2. provide clear and accurate direction to the required places.
 a. Online Maps b. Online Museums
 c. Online Libraries d. None of them
3. You can use to check for spelling and grammar errors.
 a. Excel b. Microsoft Editor
 c. Paint program d. Word
4. When communication online
 a. assume the best b. use emojis.
 c. all of them d. none of them
5. is a software program that is used to create websites.
 a. Excel b. PowerPoint c. WordPress d. Paint

6. is an example of a commercial website.
 a. EKB b. Amazon c. Excel d. Word
7. is a way to share information.
 a. Pollution b. Social media c. Tasks d. Files
8. is a program used to create a database and table.
 a. Word b. Paint c. Excel d. PowePoint

20 Aswan Governorate — Aswan Educational Administration

1 Choose the correct answer from a, b, c or d.

1. You could use to create a presentation.
 a. Windows b. Word c. Excel d. PowerPoint
2. is an example of a commercial website.
 a. Alexandria Library b. EKB
 c. Amazon d. None of them
3. is the web browser that comes with Microsoft Windows.
 a. Microsoft Word b. Microsoft Edge
 c. Paint d. Excel
4. can provide clear and accurate directions to the required places.
 a. Online Libraries b. Online Museums
 c. Online Maps d. None of them
5. You could use for a spreadsheet.
 a. Google maps b. Excel c. Google play d. Paint
6. The Egyptian Knowledge Bank (EKB) offers
 a. dictionaries b. encyclopedias and books
 c. video and audio d. all of them
7. You can use to make a film from a selection of still images.
 a. Movie Maker b. Excel
 c. Word d. Google play
8. Asynchronous communication tools include
 a. email b. voice and text messages
 c. recorded videos d. all of them

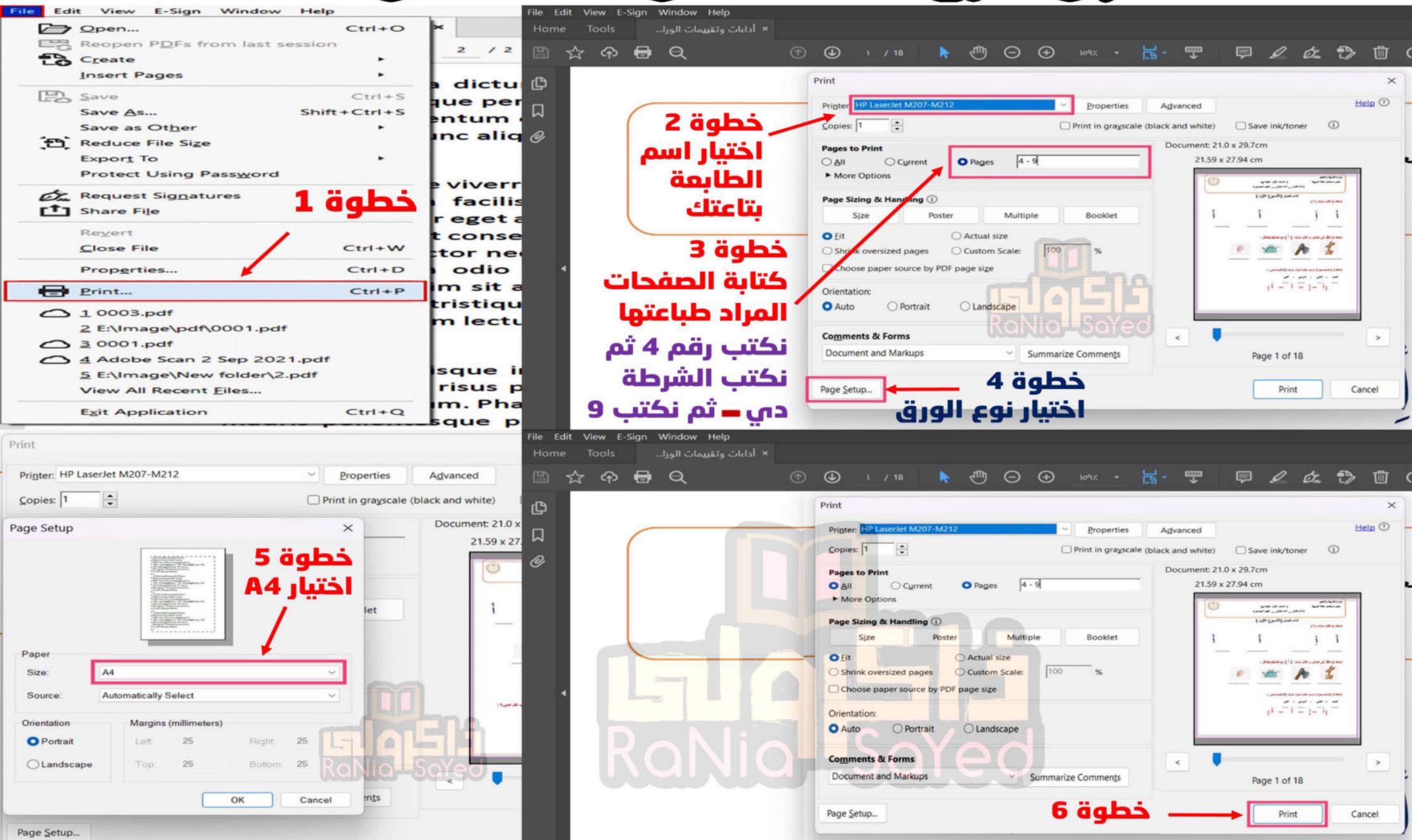
2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. We should download software from unreliable sources. ()
2. The purpose of commercial websites is to sell products or services. ()
3. Specialized search engines such as Google or Bing are very useful. ()
4. Synchronous communication is real-time communication between people. ()
5. Part of being a good digital citizen is helping others. ()
6. Software should be updated regularly to help it run more efficiently. ()
7. It is a social responsibility to express your opinions in a negative way. ()

ترخيص وزارة التربية والتعليم : ١٠٢ - ٧ - ٢ - ٥١

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن
مجانا وحصريا

امتحانات رقم (2)

الترم الثانى





1 محافظة القاهرة – ادارة القاهرة الجديدة 2024

1 Choose the correct answer:

1 The content have specialized search engines.
a. Contact link b. About link c. a and b d. none of them

2 is a web browser that comes with Microsoft Windows.
a. Microsoft Word b. Microsoft Edge c. a and b d. None of them

3 Asynchronous communication tools include
a. live television shows b. email
c. instant chat rooms d. all of them

4 help programs to run more efficiently.
a. Installs b. Updates c. Removes d. Scans

5 When creating new email, you can attach
a. text file b. image file c. video file d. all of them

6 An effective presentation is just like
a. TV show b. story c. movie d. all of them

7 When your presentation is taking shape, look at the tab
a. Home b. Design c. Review d. Layout

8 Using a large image can information for your story.
a. hide. b. provide c. breakup d. ignore

2 Put (✓) or (✗):

1 It is your responsibility to respect the privacy of others. ()

2 Amazon is an example of a commercial website. ()

3 Within each collection we can add entire web pages. ()

4 All online information is trusted. ()

5 Computers use binary to store data more efficiently. ()

6 Information can be collected using Photoshop. ()

7 We can use Paint program to create webpages. ()

2 محافظة القاهرة – إدارة مصر القديمة 2024

1 Choose the correct answer:

1 Digital citizenship is divided into
a. rights b. Rresponsibilities c. a and b d. none of them

2 is example of reliable online libraries.
a. Alexandria Digital Library b. The Egyptian Knowledge Bank
c. a and b d. none of them

3 is an example of a commercial website.
a. EKB b. Amazon c. a and b d. none of them

4 Microsoft Edge can help you
a. browse b. search c. stream d. All of them

5 Google Maps is considered
a. accurate b. regularly updated online
c. a and b d. none of them

6 Most software programs, like are download from the internet.
a. MS Office b. Google Chrome c. a and b d. none of them

7 To turn your device off, hold down the button.
a. power b. Esc c. enter d. space

8 To send your work to other group members or to your teachers. Use
a. Microsoft Word b. Paint c. email d. Excel

9 program is used to make slideshows.
a. MS Word b. MS Excel c. MS PowerPoint d. Paint

10 program is used to create tables and graphs.
a. MS Word b. MS Excel c. MS PowerPoint d. WhatsApp

2 Put (✓) or (✗):

1 Synchronous communication is real-time communication between people. ()
2 The information you share is not required to be clear to other. ()
3 Websites can use information about the sites you visit. ()
4 The binary system uses the values 1 and 2. ()
5 You can't attach a document to your email. ()

3 محافظة القاهرة – إدارة مدينة نصر شرق 2024

1 Put (✓) or (✗):

1. The Alexandria Digital Library is considered one of the unreliable online resources. ()
2. Online maps can provide clear and accurate directions to the required places. ()
3. Asynchronous communication is real-time communication between people. ()
4. Movie Maker is used to create movies from a set of still images. ()
5. HTML is a program for creating presentations. ()
6. In the Windows operating system, some major updates require a restart. ()
7. You have the right to respect others' privacy. ()
8. The purpose of commercial websites is to sell products or services. ()

2 Choose the correct answer:

1. is from the rights of digital citizenship.
 a. Privacy b. Protection from piracy
 c. Ability to engage with others online d. All of them
2. is an example of a commercial website.
 a. EKB b. Amazon
 c. Alexandria Digital Library d. PowerPoint
3. is a web browser that comes with Microsoft Windows.
 a. Microsoft Word b. Microsoft Edge c. PowerPoint d. All of them
4. When downloading a file from the internet, you will find it in the
 a. Recycle bin b. Pictures folder
 c. Trash window d. Downloads folder
5. is a program to use when working on projects used for writing and formatting texts.
 a. Word b. Excel c. PowerPoint d. Paint
6. Information can be collected using
 a. Photoshop b. Excel c. Paint d. none of them
7. When creating a presentation, the font size should be
 a. difficult to read b. very small c. easy to read d. boring

4 محافظة القاهرة – إدارة عين شمس 2024

1 Put (✓) or (✗):

1. You should spread false information. ()
2. You can't download files from the EKB to your device. ()
3. You can use email to send your homework to your teacher. ()
4. Google Maps is considered accurate and regularly updated. ()
5. Use Microsoft Editor to check for spelling and grammar. ()

2 Choose the correct answer:

1. Many programs install necessary updates
 a. manually b. automatically c. directions d. none of them
2. Online maps can provide clear and accurate
 a. engines b. schools c. directions d. none of them
3. Digital citizenship have rights, such as
 a. privacy b. location c. keyboard d. none of them
4. program used to write document
 a. Paint b. Word c. Mouse d. None of them
5. The Egyptian Knowledge Bank is online library.
 a. reliable b. not reliable c. not accurate d. none of them
6. The program is used to create websites.
 a. Photoshop b. keyboard c. WordPress d. none of them
7. You can use sign to add the values of cells in Excel.
 a. + b. = c. or d. /
8. is an example of a commercial website
 a. EKB b. Amazon c. Word d. None of them
9. One of the asynchronous communication digital tools is
 a. video chats b. chat rooms c. recorded videos d. none of them
10. When creating a presentation, the font size should be
 a. difficult to read b. easy to read c. very small d. none of them

5 محافظة القاهرة – إدارة الزيتون 2024

1 Put (✓) or (✗):

1. From the social responsibilities, respect the privacy of others. ()
2. The Egyptian Knowledge Bank offers content suitable for all ages. ()
3. The purpose of non-commercial websites is to sell products or services. ()
4. Microsoft Edge can only help you to browse. ()
5. Search engines, such as Google or Bing are very useful. ()
6. Asynchronous communication includes digital tools such as video chats. ()
7. Most software programs are downloaded from the internet. ()

2 Choose the correct answer:

1. The is used for sending and receiving messages
 a. Paint brush b. email c. Excel d. PowerPoint
2. In Excel is the correct formula for adding content of A2, C3 cells.
 a. =A2 / C3 b. =A2+C3 c. =A2=C3 d. =A2 * C3
3. In PowerPoint you can add to a slide.
 a. sound b. shapes c. videos d. all of them
4. To save your document as a webpage select Save as- from menu.
 a. View b. File c. Design d. Home
5. is example of non-commercial websites
 a. Amazon b. The Egyptian Knowledge Bank (EKB) c. a and b
 d. none of them
6. are a way you can get information about a product
 a. Reviews b. Advertisements c. a and b d. None of them
7. The 10-20-30 rule is used in program
 a. PowerPoint b. Outlook c. Paint brush d. Excel
8. To see overview of your presentation click on view then click
 a. Normal b. Slide show c. Slide sorter d. Read mode

6 محافظة القاهرة – إدارة الشروق 2024

1 Put (✓) or (✗):

1. You do not have the right to use the internet when you need it. ()
2. Helpful websites contain icons that can be clicked to reach other web pages. ()
3. One of the purposes of a commercial website is to raise awareness on an issue. ()
4. If a site is spreading false or harmful information, stop visiting that site. ()
5. Pressing and holding down the power button for several seconds is one of the troubleshooting steps for screen freezes. ()
6. You can research a topic without using the internet. ()
7. Google Maps provides clear directions to the required places. ()

2 Choose the correct answer:

1. is the web browser that comes with Microsoft windows.
 a. Online Maps b. Microsoft Word
 c. Microsoft Excel d. Microsoft Edge
2. language is used to create websites.
 a. WordPress b. Google c. Website d. HTML
3. You can insert to make text have even more impact.
 a. Save b. Word Art c. Paint Art d. Art
4. is/are one of the digital tools you need to create a digital project.
 a. Speed b. Co-operative
 c. The Paint program d. All the previous
5. When you are communicating online, you should be
 a. fast b. helpful
 c. digitally d. all the previous
6. program is used to create document.
 a. Website b. Excel c. Word d. Movie Maker
7. In Excel program, the formula (= A3 / B5) is used in operation.
 a. addition b. multiplication c. comparison d. division
8. A PowerPoint presentation shouldn't overwhelm the audience so it should take up time that is no longer than
 a. 30 slides b. the speed of the internet
 c. 20 minutes d. the speed of the processor

7 محافظة القاهرة – إدارة عين شمس 2024

1 Put (✓) or (✗):

1. Icons can be clicked to reach other sections or webpages. ()
2. Amazon is an example of a non-commercial website. ()
3. Protection from piracy is one of the rights of digital citizens. ()
4. The Alexandria Library and the EKB are online libraries that have secure information. ()
5. Synchronous communication is communication that does not occur in real time. ()
6. Updates can't help programs to run more efficiently. ()
7. Microsoft Editor is used to check for spelling and grammar. ()

2 Choose the correct answer:

1. We use Software programs like that is used to create websites.
 a. WordPress b. Paint c. Excel d. PowerPoint
2. Egyptian Knowledge Bank is an example of a website.
 a. non-commercial b. commercial c. difficult d. funny
3. Synchronous communication tools include.....
 a. email b. Word c. video chat d. mouse
4. is the web browser that comes with Microsoft windows.
 a. Excel b. Paint c. Word d.MicrosoftEdge
5. Use to send your work to other group members or to your teacher.
 a. email b. Paint c. Excel d. Word
6. can provide clear and accurate directions such as Google Maps.
 a. WhatsApp b. Online libraries c. Online maps d. EKB
7. You can use to create a presentation.
 a. PowerPoint b. Word c. Excel d. Paint
8. You can put important text in font to make key information stand out.
 a. bold b. save c. hold d. file

8 محافظة القاهرة – إدارة الشرابية 2024

1 Choose the correct answer:

1 Software programs like are used to create websites.
a. Word Press b. PowerPoint c. About link d. all of them

2 In you can also export each collection to other apps, such as Excel and Word.
a. Google Chrome b. Microsoft Edge c. Internet Explorer d. All of them

3 All of the following are digital citizenship rights, except
a. privacy b. respect others' privacy
c. ability to engage with others online d. protection from piracy

4 To add numbers you must first
a. select all cells that contain numbers b. select the first cell containing numbers
c. select the last cell containing numbers d. none of them

5 We add to enhance the text, provided that it is related to the displayed data and is not distracting.
a. graphics b. audio c. charts d. text

2 Complete the following sentences:

(headings - Word - Meta information - WordArt - misleading)

1 In your presentation, you can insert to increase the impact of your text.
2 allow to read more about the site before clicking on the link.
3 Your story should have that catches your audience's attention.
4 is an efficient program to use when working on projects and it's used for writing and formatting texts.
5 Some reviews may be Therefore, a comment that overly positivity or negativity should not be trusted.

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The presence of inside the site is one of the most important features of useful websites.	a. overwhelm
2 is a chart that shows a sequence of content that forms a plan or outline of your presentation.	b. real-time
3 Taking too much time in presentation will the audience.	c. search engine
4 Before starting your project, you should based on the strengths and interests of each individual in the group.	d. Storyboard
5 Synchronous communication is communication between people.	e- assigning roles

9 محافظة الجيزة – إدارة الهرم 2024

1 Put (✓) or (✗):

1. You can use the internet to help others via social media. ()
2. EKB offers content suitable for all ages. ()
3. Websites can't use information about the sites you visit. ()
4. To add the values of the cells, use the "+" sign. ()
5. Excel program is used to create presentations. ()
6. You cannot attach files to your message when creating new email. ()
7. You can't add shapes to slides in the PowerPoint program. ()
8. You can't add video to collection in Microsoft Edge. ()

2 Choose the correct answer:

1. As a digital citizen, we have and responsibilities.
 a. tasks b. rights c. roles d. emotions
2. Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the
 a. search b. internet c. program d. cloud storage
3. You can use Ctrl + Alt + Del to solve the problem of screen freezes in
 a. Windows PC b. iPhone c. Android d. a smart watch
4. is/are example of online reliable sources.
 a. Alexandria Digital Library b. Books
 c. None of them d. Social media posts
5. The purpose of commercial websites is
 a. selling products or services b. watching films
 c. education d. artistic expression
6. You can use program to create tables and graphs.
 a. Excel b. Paint c. Zoom d. Notepad
7. Microsoft Word program is one of Apps.
 a. Microsoft Office 365 b. Microsoft Windows
 c. programming languages d. gaming platforms

10 محافظة الجيزة – إدارة الدقي 2024

1 Put (✓) or (✗):

1. EKB offers materials that are subject to copyright. ()
2. Downloading files from EKB to your device is not allowed. ()
3. Google Chrome is one of the browsers that comes with Microsoft Windows. ()
4. A PowerPoint presentation shouldn't present too much information. ()
5. You can save a Word file as a web page. ()

2 Choose the correct answer:

1. As a digital citizen, we have and responsibilities.
 a. Rights b. false c. nice d. emotions
2. One of the asynchronous communication digital tools is
 a. video chats b. recorded videos c. chat rooms d. phone calls
3. help(s) programs to run more efficiently.
 a. Updates b. Removes c. Shut down d. Restarts
4. You can use Ctrl+Alt+Del to solve the problem of screen freezes in
 a. iPhone b. android c. Windows PC d. a tablet
5. Computers use to store data more efficiently.
 a. binary system b. internet c. box d. keyboard

3 Complete from words in brackets:

(Movie Maker / responsibilities / EKB / Edit document / Excel graphs / online maps)

1. Respect other's privacy is one of your as a digital citizen.
2. is an example of a non-commercial websites.
3. You can use to display a street or an area map.
4. You can use to make a film from a selection of still images.
5. are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

11 محافظة الجيزة – إدارة 6اكتوبر 2024

1 Choose the correct answer:

1 Respecting others' privacy is one of your as a digital citizen.
a. rights b. responsibilities c. piracy d. privileges

2 is used to write document.
a. Excel b. Paint c. Word d. Calculator

3 is a tool for editing and checking for spelling and grammar.
a. Microsoft Editor b. Microsoft Edge c. Microsoft Word d. Image viewer

4 The Egyptian Knowledge Bank is website.
a. not reliable b. reliable c. a social media site d. none of them

5 is a web browser that can help you to browse, search, stream and more.
a. Microsoft Editor b. Microsoft Edge
c. Microsoft Word d. A spreadsheet program

2 Put (✓) or (✗):

1 Asynchronous communication is real-time communication between people. ()
2 We can buy products online from non-commercial websites. ()
3 Piracy is one of your rights as a digital citizen. ()
4 Many programs can be updated automatically. ()
5 Be polite and respectful when communicating online with others. ()

3 Complete using words in brackets:

(Google and Bing - Email - Google Maps - Amazon - Movie Maker)

1 is an example of asynchronous communication.
2 Search engines, such as are very useful to look for information.
3 provides clear and accurate direction to the required places.
4 is an example of a commercial website.
5 program is used to make a film from a selection of still images.

12 محافظة الجيزة – إدارة العمرانية 2024

1 Put (✓) or (✗):

1. Online libraries are helpful for searching images and videos. ()
2. As a digital citizen we have rights and responsibilities. ()
3. Use Microsoft Editor to check for spelling and grammar. ()
4. You cannot view any museum digitally. ()
5. You can use email to send your project to your teacher. ()
6. Online maps can provide clear and accurate directions to the required places. ()
7. You cannot download files from the EKB. ()
8. Microsoft Word program is not one of Microsoft Office 365 apps. ()

2 Choose the correct answer:

1. To solve the problem of screen freezes, you can use
 a. Ctrl +Alt+Del b. Tab- Alt
 c. all of them d. restarting the computer
2. The purpose of non-commercial website is
 a. selling products b. providing information
 c. otherwise d. making profit
3. is an example of commercial website.
 a. Amazon b. The EKB c. WhatsApp d. Wikipedia
4. When downloading files from the internet you will find it in the
 a. Recycle bin b. Downloads folders
 c. Trash window d. browser's cache
5. It is necessary to select to search online before starting it.
 a. WordArt b. keywords
 c. layout d. a specific website
6. The Alexandria Library and the Egyptian Knowledge Bank are examples of
 a. reliable online libraries b. commercial website
 c. none of them d. government archives
7. One of your rights as a digital citizen is protection from
 a. piracy b. sharing c. record d. expression

13 محافظة الإسكندرية - إدارة المنتزه أول 2024

1 Put (✓) or (✗):

1. Companies also use the internet to help others, by addressing environmental concerns. ()
2. The website of Alexandria Digital Library from unreliable information websites. ()
3. The purpose of commercial websites is to sell products or services. ()
4. Asynchronous communication is real-time communication between people. ()
5. Graphs and charts are a good way to share data, especially numbers. ()
6. Microsoft Word is an efficient program to use when working on projects can group members work together. ()
7. Microsoft Excel is used for gathering data and information. ()
8. You can use the PowerPoint program to show information in an appealing way by adding audio to enhance the text. ()

2 Choose the correct answer:

1. Use to define accurate places.
 a. Online museum b. Online libraries c. Google Maps d. A dictionary
2. A web browser that can help you to browse, search, stream and more, is
 a. Microsoft Editor b. Microsoft Edge
 c. Microsoft Word d. A social media platform
3. From specialized search engines
 a. Editor b. Bing c. Google Maps d. A file manager
4. You can use program to make a film from group of still images
 a. movie maker b. Microsoft word c. excel d. A word processor
5. The using of technology to collect data is crucial in for the future.
 a. saving b. planning c. searching d. printing
6. You can use to send a file to group members.
 a. E-mail b. Microsoft word c. paint d. A messaging app
7. It's a language that will be displayed on a web browser
 a. HTML b. PHP c. CSS d. Java

14 محافظة الإسكندرية - إدارة المنتزه ثان 2024

1 Put (✓) or (✗):

1. A PowerPoint presentation must present too much information. ()
2. Microsoft Word is used to create spreadsheets. ()
3. Use email to send your work to other group members or to your teacher. ()
4. Asynchronous communication is useful when you don't need an answer right away. ()
5. Graphs and charts are a good way to share data. ()

2 Choose the correct answer:

1. In the binary number system in the computer, the number (0) means
 a. on b. off c. one d. none of them
2. The purpose of commercial websites is
 a. helping students b. awareness for customers only
 c. selling products d. providing news
3. A storyboard helps you make a presentation
 a. unorganized b. organized
 c. non understandable d. confusing
4. One of the online search sources is/are
 a. paper books b. digital libraries c. paper magazines d. a phone book
5. When you download the file from the internet, you will find it on the
 a. Recycle Bin b. Pictures folder c. Downloads folder d. desktop
6. A web page can be opened using the program
 a. Paint b. browser c. Antivirus d. a text editor
7. The Egyptian Knowledge Bank is an example of a website.
 a. non-commercial b. non-purposeful
 c. commercial d. social media site
8. Sub-headings have a font size the size of the main headings,
 a. bigger than b. smaller than c. none of the above d. the same as
9. Trouble shoot screen freezes in Windows PC: press on
 a. Alt + Ctrl b. Alt + Del c. Ctrl + Alt + Del d. Shift + Delete
10. Specialized search engines, such as are very useful.
 a. Bing b. Google c. Facebook d. both a and b

15 محافظة الإسكندرية – إدارة شرق 2024

1 Choose the correct answer:

1 is an example for a commercial website.
a. Amazon b. Google Maps c. Bing d. Nothing

2 A digital citizenship contains rights, such as
a. privacy b. respecting others c. being polite d. hacking

3 is used to create websites.
a. Word b. WordPress c. Excel d. Movie Maker

4 Email is a (an) communication.
a. synchronous b. asynchronous c. a and b d. none of them

5 is/are wonderful reference sites that allow you to view museums digitally
a. EKB b. Online maps c. Online museums d. Online library

6 To solve the problem of the screen freezing in Windows, you can press
a. Enter key b. power button for 30 s
c. Ctrl + Alt + Del d. nothing

7 Alexandria Digital Library and Egyptian Knowledge Bank are websites.
a. fake b. unreliable c. unsafe d. reliable

2 Put (✓) or (✗):

1 Helpful websites don't have search engines inside them. ()

2 Microsoft Edge is a web browser that can help you browse and search. ()

3 Sharing safely online is one of your responsibilities as a digital citizen. ()

4 The purpose of non-commercial websites is to provide information. ()

5 PowerPoint is used to make a storyboard to help produce an effective presentation. ()

6 Synchronous communication occurs in real time between people. ()

7 To create a formula in the Excel program, you should use "=" ()

8 Meta information is displayed above link in the search engine results. ()

16 محافظة الإسكندرية - إدارة وسط 2024

1 Put (✓) or (✗):

1. Updates help programs to run more efficiently. ()
2. You can share any videos without checking their accuracy. ()
3. We use Movie Maker to make a film from a selection of still images. ()
4. You can use Microsoft Editor to check the spelling and grammar. ()
5. Synchronous communication that does not occur in real time. ()
6. You can add videos in your presentation. ()
7. Non-commercial websites, their purpose is to sell products or services. ()
8. We use Word to make reports. ()

2 Choose the correct answer:

1. Explorer Ponce De Leon uses to collect data to plan.
 a. information b. planning c. technology d. none of them
2. You can use to send your work to other group members.
 a. email b. Google c. Paint d. none of them
3. can provide clear directions to the required places.
 a. Online maps b. Online libraries c. EKB d. None of them
4. To install a software in Android devices, go to
 a. Google Chrome b. Google Play Store c. Windows d. none of them
5. Examples of reliable online libraries
 a. Alexandria Digital Library b. the Egyptian Knowledge Bank
 c. all of them d. none of them
6. Allow you to tell the story in a simple way.
 a. Word b. Storyboard c. Online libraries d. None of them
7. Sites that allow you to view museums digitally are
 a. emails b. the EKB c. online museums d. none of them

17 محافظة الإسكندرية – إدارة الجمرك 2024

1 Put (✓) or (✗):

1. The Egyptian Knowledge Bank provides suitable content for all ages. ()
2. Microsoft Edge is a browser that can help you in browsing and searching. ()
3. Amazon is a non-commercial website. ()
4. Synchronous communication is real-time communication between people. ()
5. HTML is the language that will be displayed on a web browser. ()

2 Choose the correct answer:

1. Clear and update directions to desired locations online are provided by
 a. online libraries b. online maps c. online museums d. None of them
2. One of the asynchronous communication tools is
 a. email messages b. live TV show
 c. chatting d. video conferencing
3. To solve the problem of screen freeze on Android devices, press
 a. Ctrl+Alt b. power button for 30 seconds
 c. Del+Alt+Ctrl d. none of them
4. A program that allows users to edit and modify documents through online editing feature is
 a. PowerPoint b. Paint c. Word d. Google sheets
5. A presentation should not contain more than slides.
 a. 10 b. 20 c. 30 d. 40

3 Complete by choosing the appropriate word from within the parentheses:

(Wordpress - Privacy - Binary Numbers - Moviemaker - Power point)

1. The language understood by computer devices is called
2. One of Your rights as a digital citizen is
3. A program used to create websites is
4. A program used to create a presentation is
5. A program used to make a film from a selection of still images is

18 محافظة الإسكندرية – إدارة العجمي 2024

1 Put (✓) or (✗):

1. Amazon is an example of a commercial website. ()
2. You can use the internet to help others through social media. ()
3. You have the right to respect various sources. ()
4. HTML is the language that will be displayed on a web browser. ()
5. Online libraries are helpful for searching different media, such as images and videos. ()

2 Choose the correct answer:

1. Use to send your work to other group members.
 a. Microsoft word b. Email c. Microsoft paint d. Google Drive
2. You can use to check for spelling and grammar errors.
 a. Microsoft Editor b. Microsoft Excel
 c. Microsoft Windows d. none of them
3. Asynchronous communication tools include
 a. video chat b. recorded videos
 c. instant chat room d. online meeting
4. To see an overview of your presentation, click in view then
 a. slide sorter b. Design Tab c. Home Tab d. Slide Show
5. For collecting data you can use
 a. Word b. pen and paper c. paint d. both a and b

3 Complete the following sentences from those between brackets:

(Online maps - Microsoft Edge - WordPress - Movie Maker - Ctrl+Alt+Del)

1. Software programs like are used to create websites.
2. is a web browser that comes with Microsoft Windows.
3. provide clear and accurate directions to the required places.
4. program used to make a film from a selection of still images.
5. used to solve the problem of screen freeze in windows.

19 محافظة الدقهلية- إدارة بلقاس 2024

1 Choose words from the word list to fill in the blanks:

(Windows – Movie maker – directions – CSR – HTML)

1 Microsoft Edge is web browser that comes with

2 You can use to create film from a selection of still images.

3 is the language that will be displayed on web browser.

4 is abbreviation of Corporate Social Responsibility.

Online maps can provide clear and accurate

2 Put (✓) or (✗):

1 EKB and ADL content have specialized search engines. ()

2 You can use a collection to check the spelling and grammar. ()

3 Paint can save images you create and insert them into document. ()

4 The 10-20-30 rule is used in Microsoft PowerPoint. ()

5 Reviews are a way to get information about a product. ()

3 Choose the correct answer:

1 helps you to create websites online.

a. Wordpress b. Excel c. MS Word d. None of them

2 The is an example of a non-commercial website.

a. EKB b. Amazon c. Jumia d. none of them

3 One of the synchronous communication digital tools is

a. video chat b. email c. recorded videos d. none of them

4 Most software programs are from the internet.

a. moved b. downloaded c. deleted d. copied

5 tab contains the AutoSum function.

a. Layout b. Design c. Home d. Formula

20 محافظة القليوبية 2024

1 Put (✓) or (✗):

1. You can buy products online from non-commercial websites. ()
2. You can use Microsoft Word to make a film from a selection of still images. ()
3. Assigning roles is based on the interests of each group member. ()
4. Downloading files from the EKB to your device is not allowed. ()
5. When you start creating your website, you can choose a blank template. ()
6. Online libraries include newspapers and messages. ()
7. Make sure the information you share, and its purpose aren't clear. ()
8. Icons can be clicked to reach other sections or webpages. ()

2 Choose the correct answer:

1. Subheadings have a font size than heading.
 a. bigger b. smaller c. larger d. the same
2. are found directly with in a web page and provide results based on what you type in the field.
 a. Menus b. Icons c. Search engines d. Links
3. Express your opinions in a is one of social responsibility.
 a. positive way b. negative way
 c. both (a. and (b) d. neither (a. nor (b)
4. The result of the equation (= A3 + B3) will be in case of A3= 5 and B3= 3
 a. 2 b. 8 c. 15 d. 2.5
5. You can use to send your work to other group members or to your teacher.
 a. email b. Excel c. Word d. Google Drive
6. The Editor icon is in Word's
 a. title bar b. scroll bar c. tool bar d. menu bar
7. It is better not to exceed the duration of presentation for minutes.
 a. 10 b. 20 c. 30 d. 40

21 محافظة اسيوط 2024

1 Put (✓) or (✗):

1. You can use the internet to help others via social media. ()
2. The content of EKB is suitable for children only. ()
3. Icons can be clicked to reach other sections or webpages. ()
4. Websites are either commercial or non-commercial. ()
5. We can buy products online from non-commercial websites. ()
6. Be polite and be patient when communicating with others online. ()
7. Online museums are wonderful reference sites that allow you to view museums digitally. ()
8. You can use Excel to send your work to other group members or to your teacher. ()

2 Choose the correct answer:

1. We shouldn't share information.
 a. nice b. good c. right d. false
2. are examples of reliable sources.
 a. Alexandria Digital Library b. EKB
 c. a and b d. None of them
3. is an example of a commercial website.
 a. ADL b. Amazon c. EKB d. None of them
4. One of the asynchronous communication digital tools is
 a. video chats b. instant chat rooms c. recorded videos d. all of them
5. or Bing are very useful.
 a. Google b. Specialized Search Engines
 c. Online museums d. None of them
6. You should download software from
 a. reliable sources b. untrusted sources c. unreliable sources d. None of them
7. You can use Ctrl + Alt + Del to solve the problem of screen freezes in
 a. Windows PC b. iPhone c. Android d. b and c

22 محافظة السويس 2024

1 Put (✓) or (✗):

1 Online museums allow you to view museums digitally. ()

2 Amazon is a non-commercial website. ()

3 Synchronous communication tools include video chat. ()

4 The Alexandria Library is not a reliable online libraries. ()

5 Binary numbers are a language that the computer understands. ()

6 Paint program is used to check for spelling and grammar. ()

7 Updates help programs to run more efficiently. ()

8 Word program is used to create websites. ()

2 Complete the following sentences with the correct word:

(Excel program - The Egyptian Knowledge Bank (EKB) - Google Maps - Microsoft Edge - Download - Google Play Store - Polite)

1 offers the world's largest collection of educational resources.

2 can provide clear and accurate directions.

3 is used to install software to Android device.

4 To install software; click on

5 is the web browser.

6 Whenever you're communicating, you should be

7 is used for numeric data drawn in the form of a graph.

23 محافظة الدقهلية 2024

1 Put (✓) or (✗):

1. EKB isn't free access for all Egyptian citizens. ()
2. Some reviews may not be entirely fake, but they may be misleading. ()
3. Google Maps are considered accurate and are regularly updated. ()
4. Asynchronous uses video chats, live television shows, and instant chat rooms. ()
5. As a digital citizen you have rights and responsibilities. ()

2 Choose the correct answer:

1. Protection from is from your rights.
 a. Piracy b. Privacy c. both of them d. None of them
2. Online sometimes include dictionaries, thesauruses, and encyclopedias.
 a. museums b. maps c. libraries d. archives
3. Before opening any email attachment, you should make sure that it is
 a. virus b. safe c. danger d. checked
4. In Android to check for updates, go to then System Update.
 a. System b. Search box c. Taskbar d. File
5. is an example of a commercial website
 a. EKB b. Amazon c. MOE d. Wikipedia

3 Complete using the words between the brackets:

(Microsoft Edge – WordPress – PowerPoint – WordArt – email)

1. is a program used to create websites.
2. is the web browser that comes with Microsoft Windows.
3. Asynchronous communication tools include and text messages.
4. program is appropriate to create a presentation.
5. You can also insert to make text have even more impact.

24 محافظة البحر الأحمر – إدارة الغردقة 2024

1 Put (✓) or (✗):

1. Excel is used to collect numerical data. ()
2. We can buy products online from non-commercial websites. ()
3. Respecting the privacy of others is one of the rights of citizenship. ()
4. You cannot attach files to your message when creating new email. ()
5. It's important to plan your work before starting. ()
6. You should use negative words when communicating online. ()
7. Installation of new programs is limited to devices running the Android system only. ()
8. The Egyptian Knowledge Bank offers the world's largest collection of online educational resources. ()

2 Choose the correct answer:

1. is the web browser that comes with Microsoft Windows.
 a. Microsoft Edge b. Google c. Mozilla Firefox d. Chrome
2. One of the synchronous communications is
 a. text messages b. recorded voice c. instant chat rooms d. email
3. When the screen stops responding on a Windows computer, press
 a. Del b. Ctrl+Alt+Del c. Alt d. Restart
4. is a way to share information.
 a. Pollution b. Privacy c. Social media d. None of them
5. are used to define accurate direction.
 a. Online museums b. Online maps
 c. Online libraries d. Online meetings
6. When downloading file from the internet, you will find it in
 a. Recycle bin b. Pictures folder c. Downloads folder d. Documents
7. The presentation must not contain more than slides.
 a. 10 b. 20 c. 30 d. 40

Answers

Model Exams Answers

1 محافظة القاهرة – ادارة القاهرة الجديدة 2024

1 1 d 2 b 3 b 4 b 5 d
6 d 7 b 8 b

2 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✗

2 محافظة القاهرة – إدارة مصر القديمة 2024

1 1 c 2 c 3 b 4 d 5 c
6 c 7 a 8 c 9 c 10 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗

3 محافظة القاهرة – إدارة مدينة نصر شرق 2024

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✓

2 1 d 2 b 3 b 4 d 5 a
6 b 7 c

4 محافظة القاهرة – إدارة عين شمس 2024

1 1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2 1 b 2 c 3 a 4 b 5 a
6 c 7 a 8 b 9 c 10 b

5 محافظة القاهرة – إدارة الزيتون 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✓

2 1 b 2 b 3 d 4 b 5 b
6 c 7 a 8 c

6 محافظة القاهرة – إدارة الشروق 2024

1
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓
6 ✓ 7 ✓

2
1 d 2 d 3 b 4 c 5 b
6 c 7 d 8 c

7 محافظة القاهرة – إدارةعين شمس 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✗ 7 ✓

2
1 a 2 a 3 c 4 d 5 a
6 c 7 a 8 a

8 محافظة القاهرة – إدارة الشرابية 2024

1
1 a 2 b 3 b 4 a 5 b

2
1 WordArt 2 Meta information
3 headings 4 Word
5 Misleading

3
1 c 2 d 3 a 4 e 5 b

9 محافظة الجيزة – إدارة الهرم 2024

1
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✗

2
1 b 2 b 3 a 4 a 5 a
6 a 7 a

10 محافظة الجيزة – إدارة الدقي2024

1
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

2
1 a 2 b 3 a 4 c 5 a

3
1 responsibilities
2 EKB 3 online maps
4 Movie Maker 5 Excel graphs

11 محافظة الجيزة – إدارة 6اكتوبر 2024

1
1 b 2 c 3 a 4 b 5 b

2
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓

3
1 Email 2 Google and Bing
3 Google Maps 4 Amazon
5 Movie Maker

12 محافظة الجيزة – إدارة العمرانية 2024

1
1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓
6 ✓ 7 ✗ 8 ✓

2
1 a 2 b 3 a 4 b 5 b
6 a 7 a

13 محافظة الإسكندرية - إدارة المنتزه أول 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✓ 7 ✓ 8 ✓

2
1 c 2 b 3 b 4 a 5 b
6 a 7 a

14 محافظة الإسكندرية - إدارة المنتزه ثان 2024

1
1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2
1 b 2 c 3 b 4 b 5 c
6 b 7 a 8 b 9 c 10 d

15 محافظة الإسكندرية – إدارة شرق 2024

1
1 a 2 a 3 b 4 b 5 c
6 c 7 d

2
1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓
6 ✓ 7 ✓ 8 ✗

16 محافظة الإسكندرية - إدارة وسط 2024

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✓

2 1 c 2 a 3 a 4 b 5 c
6 b 7 c

17 محافظة الإسكندرية – إدارة الجمرك 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2 1 b 2 a 3 b 4 c 5 a

2 1 binary Numbers 2 privacy
3 WordPress 4 PowerPoint
5 Movie Maker

18 محافظة الإسكندرية – إدارة العجمي 2024

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2 1 b 2 a 3 b 4 a 5 d

3 1 WordPress
2 Microsoft Edge
3 Online maps 4 Movie Maker
5 Ctrl+Alt+Del

19 محافظة الدقهلية- إدارة بلقاس2024

1 1 Windows 2 Movie Maker
3 HTML 4 CSR
5 directions

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

3 1 a 2 a 3 a 4 b 5 c

20 محافظة القليوبية 2024

1 1 ✗ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✗ 8 ✓

2 1 b 2 c 3 a 4 b 5 a
6 c 7 b

21 محافظة اسيوط 2024

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✓ 7 ✓ 8 ✗

2 1 d 2 c 3 b 4 c 5 a
6 a 7 a

22 محافظة السويس 2024

1 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✓ 8 ✓

2 1 EKB 2 Google Maps
3 Google play store 4 Download
5 Microsoft Edge 6 polite
7 Excel Program

23 محافظة الدقهلية 2024

1 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2 1 a 2 c 3 b 4 a 5 b

3 1 WordPress 2 Microsoft Edge
3 Email 4 PowerPoint
5 WordArt

24 محافظة البحر الأحمر – إدارة الغردقة 2024

1 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✗ 8 ✓

2 1 a 2 c 3 b 4 c 5 b
6 c 7 a

حمل الآن

مجانا وحصريا

امتحانات رقم (3)

الترم الثانى





Al Faez Test model 1 Al Faez

★ First: Complete from words between brackets:

(video call – web page – United Nations – facemasks – updated)

1. When create a, consider font size and color for each piece.
2. Software programs often need to be ……..
3. When you are on a ….., your emotions will be visible to everyone.
4. (Personal protective equipment), such as … and disposable gloves.
5. (Peg Keiner) is a Global Goals Ambassador for the …. Association Chicago Chapter.

★ Second: Put (✓) or (×):

1. In Excel to subtract, use "/". ()
2. Part of being a good digital citizen is helping others when you're communicating. ()
3. Do not be polite and respectful if you are communicating with an authority figure. ()
4. Dr. Diego Ponce de Leon received his Ph.D. from Ain-Shams University-Arab Republic of Egypt. ()
5. You could use PowerPoint to create a presentation. ()

★ **Third: Match from (A) to the suitable answer from (B):**

	(A)		(B)
1	provide and access information online	A	help programs to run more efficiently
2	Updates	B	add tone and emotion, When communicating online
3	Your feelings are difficult to convey	C	from your rights as a digital citizen
4	Emojis	D	a commercial website.
5	Amazon	E	through written messages

Al Faez Test model 2 Al Faez

★ **First: Choose the correct answer between brackets:**

1. Group can members work together at the same time with an internet connection with …….
(Microsoft Paint - Microsoft Excel - Microsoft Office 365)

2. If you're sending a …. to a close friend, give him time to respond before sending another message, he may be busy.
(real time - message - recorded videos)

3. The binary number system is used to send, receive and store information on digital electronic devices such as ……..
(computers - phones - All the previous)

4 Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the …...

(Internet - software - Search engine)

5 It's important to be positive when …...

(Laptop – Internet – communicating online)

★ Second: Complete from words between brackets:

(Microsoft Paint - commercial - decimal system - responsibility - PPE)

1 She is educates third- through fifth-grade students on the impact of different types of litter, and ……, on the environment.

2 Ensure safe sharing online is ……..

3 Humans use the decimal system to communicate using numbers.

4 With ……., you can save the images you create and insert them into your document.

5 The purpose of …… websites is to sell products or services.

★ Third: Put (✓) or (×):

1 The amount of electricity used does not change throughout the day. ()

2 For Positive Online Communication, be conversational, add warmth with familiar words, contractions and personal pronouns. ()

3 You can't export a collection to Excel or Word. ()

4 Asynchronous communication using digital tools such as video chats, live television shows, and instant chat rooms. ()

5 Other tools such as vocabulary and punctuation conventions are not available in the editor. ()

Al Faez Test model 3 Al Faez

★ First: Complete from words between brackets:

(ten numbers - Positive - Debris Tracker – share - Privacy)

1 You can …….. your story in a variety of ways. You can use PowerPoint, a poster, or you can post it online as a web page.

2 ……. is a digital citizen's right.

3 For ……. Online Communication, use full sentences, proper grammar and correct spelling.

4 We use …….. symbols to represent all possible numbers.

5 The data is stored on the …… website and is available for anyone to download and analyze.

★ Second: Put (✓) or (×):

1 If someone needs help communicating online, don't share what you know. ()

2 Abbreviations or nicknames are only appropriate between close friends, while communicating online. ()

3. Microsoft Edge can help you browse, search, stream and more. ()
4. Other tools such as vocabulary and punctuation conventions are not available in the editor. ()
5. You can start a collection for each new name or assignment. ()

✶ Third: Arrange the steps to install a software:

() A box will pop up.
() Follow the instructions to finish the installation process.
() Find the program online.
() Click on the file, located in Downloads.
() Click the download button.

Al Faez Test model 4 Al Faez

✶ First: Correct the underlined words:

1. You can set up a **Microsoft Word** to be edited by numerous users, at different locations, by setting up online editing.
2. Websites are divided into **three parts**, commercial and non-commercial sites.
3. You could use **PowerPint** for a spreadsheet.
4. The **Excel** will highlight words or phrases which may be incorrect and also suggest alternatives, to help you edit your text.
5. You can export a **Office 365** to Excel or Word.

✱ Second: Match from (A) to the suitable answer from (B):

	(A)		(B)
1	Many programs install updates automatically.	A	Reviews
2	help you to find information in less time	B	CSR
3	a way to get information about a product.	C	Icons
4	Corporate social responsibility	D	necessary
5	can be clicked to reach section or webpages.	E	Menus

✱ Third: Choose the correct answer between brackets:

1. If you're communicating with your …… be polite and respectful.
(teacher – Father – All of the above)
2. ……. are like a light switch, the computer design is allow only two states: on and off.
(System – Computers – numbers)
3. Asynchronous communication tools include email, voice and text messages and …….
(real time – message – recorded videos)
4. Most software programs, like ……, are downloaded from the internet.
(Microsoft Office – Google Chrome – All of the previous)
5. Many programs install necessary …….. automatically.
(updates – downloaded – software)

Al Faez Test model 5 Al Faez

✶ First: Complete from words between brackets:

(digital citizen - restart - CSR - Asynchronous - Microsoft Word)

1. You can use ….. to create a web page, choose save a file as a web page by choosing "file" then "save as" then "web page".
2. …… communication is communication that does not occur in real time and does not require an instant response.
3. I can use my rights and responsibilities as a …… to communicate with others.
4. Some major updates require a …….. on Windows PC.
5. Corporate social responsibility (…….), is the use internet to help others, and supporting important causes.

✶ Second: Type the word (rights) or (responsibilities) in front of any of the following statements:

1	Ability to use the internet when you need to.
2	Ability to engage with others online.
3	Exhibit positive behavior in interactions with others.
4	Protection from piracy.
5	Respect various sources.

★ Third: Put (✓) or (×):

1. The Egyptian Knowledge Bank is not allow free access for all Egyptian citizens. ()
2. Excel graphs are one example of how you can classify data. ()
3. TV show are a good way to share data, especially numbers. ()
4. Using digital information handling skills, you can research, collect, classify and process information . ()
5. An effective presentation is just like your favorite TV show. ()

Al Faez Test model 6 Al Faez

★ First: Correct the underlined words:

1. Software programs often need to be deleted
2. To check for updates, go to Windows → System Update.
3. Amazon is a non-commercial website.
4. In Excel to subtract, use "*".
5. To create an effective presentation, in PowerPoint add Picture to enhance a text or image.

✶ Second: Put (✓) or (×):

1. Egypt's "Go Green" initiative emphasizes each citizen's role in protecting the environment.
2. The Egyptian Knowledge Bank offers insecure and not accurate sources. ()
3. If you need to display a street, or an area map, always check online maps. ()
4. A storyboard does not helps you organize your ideas in order. ()
5. Websites do not include meta information. ()

✶ Third: Choose the correct answer between brackets:

1. ….. add tone and emotion. Even in more formal situations while communicating online. (Emojis – phone – Computer)
2. The decimal system has ten unique numerals …... ((0-1) - (0-9) - (0-10))
3. …… is used to send your work to other group members or to your teacher. (Word - Email - Paint)
4. Before you start the project, discuss with your group members the format that will be used to ……... (Internet - Email - deliver information)
5. Some major updates require a …….. on Windows PC. (software - restart - Microsoft Office)

Test model 7

Al Faez Al Faez

★ First: Put (✓) or (×):

1. Anyone can't download Debris Tracker app on her phone for free. ()
2. Explorer Ponce de Leon, uses technology to collect data to plan for the future. ()
3. The Egyptian Knowledge Bank (EKB) is a commercial website. ()
4. The Egyptian Knowledge Bank (EKB) contain the world's largest collection of online educational resources. ()
5. When creating a website, be sure to consider the photos and videos, and font size/type. ()

★ Second: Arrange the Steps to install updates:

() Update and Security
() Windows update.
() Start button
() Settings

★ Third: Choose the correct answer from a, b, or c:

1. If you don't use official stores, only download software from

a) Windows b) Android device c) reliable sources

2 There are ….. inside the EKB website directly within a web page.

a) Search engine b) Android device c) reliable sources

3 Commercial websites include …., which can be helpful to both the business and the customer.

a) customer reviews b) Android device c) Computer (PC)

4 ……. program used to display data and information in the form of a graph.

a) Word b) presentation c) Excel

5 ……. is used to make a film from a selection of still images.

a) Animated movie d) Movie Maker c) PowerPoint

Al Faez Test model 8 Al Faez

★ First: Put (✓) or (×):

1 ExplorerPonce de Leon does not understand the importance of Planning. ()

2 Websites can use information about the sites you visit, to place advertisements, that are geared towards your interests, age, and gender. ()

3 The site's meta information does not allow you to read more about the site before clicking on the link. ()

4 Maintaining a clean environment is your a social responsibility. ()

5 A PowerPoint presentation shouldn't present take up too much time that will overwhelm the audience. ()

*** Second: Choose the correct answer between brackets:**

1 Whenever you're communicating, you should be polite. the recipient's feelings, even if you're upset about something.
(real time - Respect - videos)

2 Updates help to run more efficiently.
(updates - programs - software)

3 When you start creating a website, by **WordPress** software, choose a or choose one of the software's pre-loaded templates.
(feelings - polite - blank template)

4 is a commercial website. (Amazon - programs - software)

5 You could use for a report. (Word - presentation - Excel)

Al Faez Test model 9 Al Faez

*** First: Put (✓) or (×):**

1 The purpose of non-commercial websites is to provide information or raise awareness on an issue. ()

2 Online museums can be reference sites that allow you to view museums digitally. ()

3 Ms.(Peg Keiner) is from Cairo in the Egyptian Arabic Republic.()

4 Before you start the project, do not discuss with your group members the things needed to complete the project. ()

5 Websites are divided into three parts, commercial, non-commercial and unknown. ()

Second: Complete the following from words between brackets:

(online libraries - View - Social responsibility - GPS - HTML)

1 …… is the language that will be displayed on a web browser.

2 Ms. Keiner took a photo of the litter and recorded where she found it location with ……..

3 ……. is the express your opinions in a positive way. And connect with people in person, and respect their opinions.

4 The Alexandria Digital Library, and the Egyptian Knowledge Bank are examples of reliable ……..

5 In PowerPoint, to see an overview of your presentation, go to ….. then select Slide Sorter.

Third: Choose the correct answer from brackets:

1 …….. software are used to create websites.

(WordPress – Egyptian – real time)

2 …….. are one way you can get information about a product.

(World – Excel – Reviews)

3 Online libraries such as the ….. Library and the EKB have secure, verified information.

(Egyptian – real time – Alexandria)

4 A PowerPoint Presentation shouldn't present too much …… that will overwhelm the audience. (Internet – information – Tools)

5 ….. is real-time communication between people.

(Synchronous communication – Respect – real time)

Al Faez Test model 10 Al Faez

*** First: Type the term for each of the following:**

1 Is an abbreviation for (Hypertext Markup Language).

2 Are helpful for searching media (images or videos).

3 Allow you to plan your ideas and pre-visualize the results of a presentation.

4 Online maps are considered accurate and are regularly updated.

*** Second: Arrange the Steps to install software on an android device:**

() Go to the App store (Google Play stores).

() Find the app you're looking for and click install.

() Tap on the Apps icon.

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9

